



Print a Legacy Case Initial ROP Bar-Code Label

Quick Reference Guide

Introduction

This document contains information about printing an initial ROP1 bar-code label for a legacy case. Printing of ROP bar-code labels for legacy cases that were created prior to the deployment of the EOIR Bar-Code Labeling System is performed on-demand when the ROP is moved.

Do not remove or cover the ROP1 label once it is affixed to the ROP folder. The location of ROP1 is displayed in CASE. The location of all ROP volumes is displayed in the Barcode Search result.

Steps

The ROP Barcode Printing module is used to print the initial bar-code label(s) for a legacy case. Perform the following steps:

1. Log in to CASE.
2. Select the **OTHER PROGRAMS** module.
3. Launch **ROP Barcode Printing** (Figure 1).

OTHER PROGRAMS	
The SubSystems Module allows users to run various applications.	
Description	Location
BarCode Batch Scanner Upload	Click to Launch
Barcode Search	Click to Launch
eDecisions	Click to Launch
ROP Barcode Printing	Click to Launch

Figure 1

4. The ROP Barcode Printing module opens (Figure 2). Enter the **A-Number**. The charging document date is optional.

ROP Barcode Printing
Multiple Volumes

[FileTrail Preferences](#)

A-Number: (123456789 or 123-456-789)

Charging Document Date: (MM/DD/YYYY or MM/DD/YYYY)

RESET **SEARCH** **EXIT**

Figure 2

5. Click **Search**.

The search result appears with Case Found if the ROP is in CASE (Figure 3).

Note: If the ROP label has already been printed, a message appears stating this fact, and you must reprint the label from the Bar-Code Database. Refer to the *Reprint an ROP Bar-Code Label* vignette for the procedure.

ROP Barcode Printing
Multiple Volumes

Alien Number: 123-456-789
Charging Documents Date: 01/07/2013
Case Found. Case Type is: RMV
Enter Number of Volume(s):

BACK **PRINT** **EXIT**

Figure 3

6. If the ROP has multiple volumes, enter the number of volumes. A label will print for each volume.
7. Click **Print**.

A message appears stating the label(s) have been sent to the printer.

8. To print labels for another case click **New Search**, and repeat steps 4 through 7.
9. Click **Exit**, and log out of CASE.